

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 9-13 September 1985

FROM:

EXTENSION

NO.

C/OC-AMD

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/CO

19 SEP 1985

20 SEP 1985

2.

DD/CO

20 SEP 1985

23 SEP 1985

3.

C/OPS

23 SEP 1985

24 SEP 1985

4.

OC-EXA

24 SEP 1985

24 SEP 1985

5.

OC/OL/ISC

Archiving

6.

7.

8.

9.

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11.

12.

13.

14.

15.

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OC- 13778-85

19 SEP 1985

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 9 - 13 September 1985

1. During the week, Panel N personnel strength decreased by three. These losses were a result of one resignation, one transfer to Panel S, and one file shop. Panel D experienced no gains and one loss during the week, with the loss due to the resignation of a TCO-1 officer. The Panel is now 11 personnel overstrength.

2. OSG activities included the processing of 7 TDY personnel, 1 resignation (MCN), 1 file shop (MCN), and 2 returnees. OC is currently providing 12 Panel D and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. Three members of the OC Recruiting Staff attended the NCOA Job Fair held in Dayton, Ohio on 13 September. This was a new location added to the NCOA list, and based on the attendance, was one of the least productive. The 6:00 p.m. presentation was attended by only ten interested candidates. At the completion of testing only three candidates had achieved passing grades. The results have provided OC with one TCS, one ET, and one Utilities Specialist.

4. The following applicants were tested and interviewed during the week:

Panel	Tested	Failed	PIP
D	2	1	1
N	12	7	5
E&S	4		4

5. PSS completed and forwarded to the Office of Personnel for processing approximately actions on Panel MCD employees who will receive either a promotion, merit advancement and/or a pay bonus effective 15 September 1985. Notification of the awards will be sent to each Division/Area Chief circa 18 September 1985.

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 13. On 9 September [] Instruction Support Staff (ISD), met with Lt. Commander Bowe of the U.S. Coast Guard (USCG) and Mr. James Ferstl, an instructional systems specialist, also with the USCG, to discuss Computer Based Training (CBT). It was found that although the USCG is at approximately the same phase of CBT implementation as OC, there were many points of interest concerning hardware, software, and actual course implementation which were passed to both parties.

25X1 15. ESS has accepted a video project from the Insurance Branch, Office of Personnel. A remake of the Insurance Update program for Agency-wide distribution will be shot at the Media Center on 24 September. Post-production will be performed by Mutual of Omaha personnel at the company's own facility.

16. The OC-FND Intelligence Communications Terminal (ICT) program is accelerating following the TEMPEST approval of the ICT terminals. Two Communication School (CS) Group ICT instructors are processing for overseas training on the system in MENCA with the initial six installation sites identified. Additional staff instructors have been identified to enter the ICT program in support of these requirements.

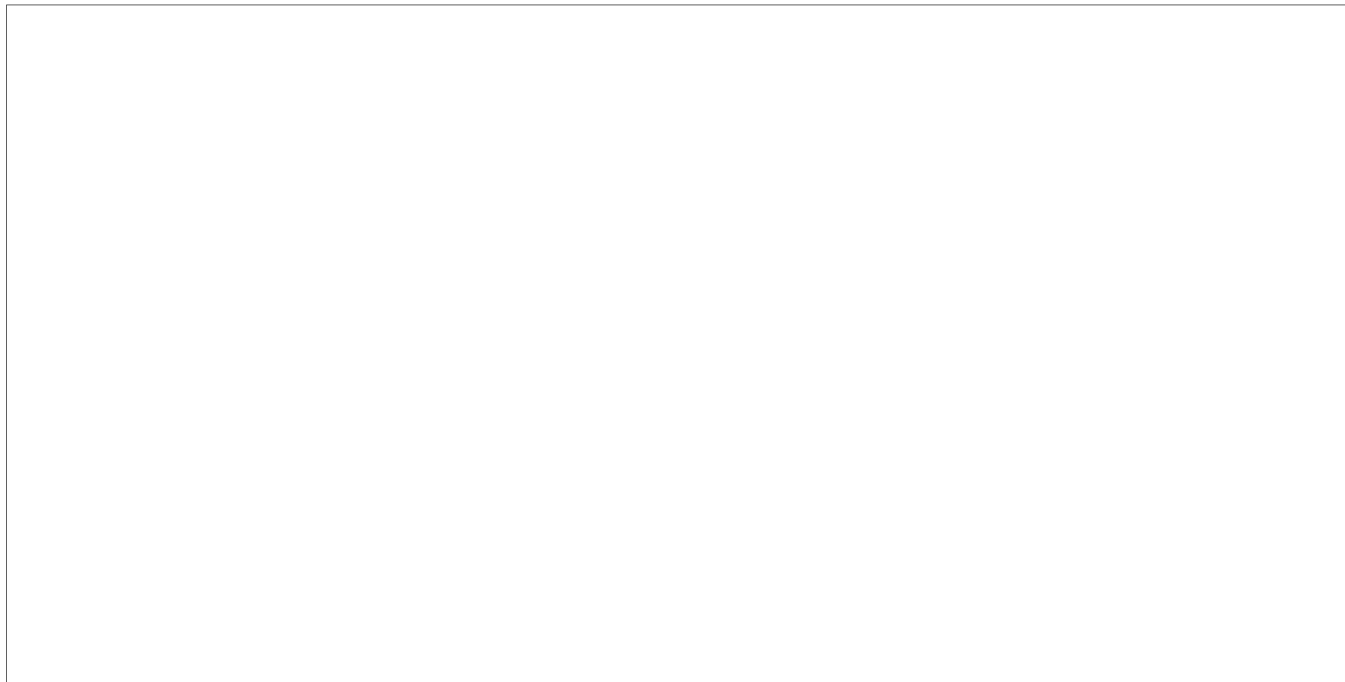
25X1 17. [] has been devoting time to the learning of "The Educator" CBT authoring system. This CBT authoring system will be used initially to develop selected training courses or modules for delivery on the CS's IBM PCs.

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25. An OC employee assigned overseas requested and received guidance regarding the need to submit a book he had written to the Agency publications review board.

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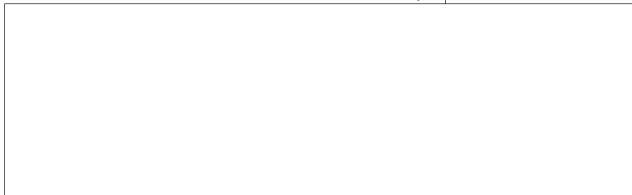
27. On 13 September, [redacted] from the Office of Information Services (OIS) met with [redacted] OC Records Management Officer, and [redacted] ADP Control Officer, to implement the writing of Records Control Schedules for the OC machine readable records. [redacted] suggested that a meeting be held to introduce this effort to all OC managers. [redacted] is trying to arrange such a briefing.

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28. The processing of OTE and external training requests has been moved [redacted] to Development Training Branch/AMD (DTB/AMD). Training requests should now be routed to DTB/AMD, [redacted]



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